

Enquiries: R VORSTER
Reference no.: S4/1

MG: /2022

TO:

**MEC: EDUCATION
DEPUTY DIRECTORS-GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DIRECTORS
PUBLIC SERVICE UNIONS
EDUCATIONAL INSTITUTIONS**



education

Department of
Education
FREE STATE PROVINCE

**HUMAN RESOURCES ADMINISTRATION CIRCULAR NO 1 OF 2022: PS 1/2022
ADVERTISEMENT OF CONTRACT PUBLIC SERVICE POST**

Attached for your attention and information, please find the above circular. Kindly bring the contents thereof to the attention of all personnel concerned.

SG: EDUCATION

DATE: _____

21/1/2022

DEPARTMENT OF EDUCATION

ADVERTISING OF VACANT PUBLIC SERVANT POSTS: CIRCULAR NR 1 OF 2022: PS 1 OF 2022

PLEASE NOTE:

- THAT THIS IS A VACANCY LIST FOR CONTRACT POSTS FOR A 3 MONTH PERIOD WITHIN THE DEPARTMENT OF EDUCATION: 1 JANUARY 2022 TO 31 MARCH 2022:
- APPLICANTS MUST BE IMMEDIATELY AVAILABLE TO ASSUME DUTY
- APPLICANTS MUST BE BETWEEN THE AGE OF 18 – 35 YEARS

PROVINCIAL ADMINISTRATION: FREE STATE DEPARTMENT OF EDUCATION

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference. Persons with disabilities are encourage to apply. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.

Introduction and general measures:

All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.education.fs.gov.za). Applications must be accompanied by original certified (not be copies of certified copies and not older than 3 months) copies of formal qualifications as well as certified academic statements, valid driving license (where specified), identity document and detailed C.V.

Separate applications must be submitted for every vacancy with clearly quoting the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement. Only original completed and signed Z83 form will be accepted. All copies will be disqualified.

N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed and e-mailed applications will not be accepted; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Applicants educational qualifications will be verified, references will be checked and security clearance/criminal check will be conducted. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. No traveling cost or accommodation will be covered. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

Non RSA citizens/Permanent resident permit holders must attach a copy of his/her permanent resident permit with her/his application.

Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful.

Short-listed candidate may be requested to undergo a a test.
Successful candidates will be vetted. This advertisement will also appear on the website of the Department at www.education.fs.gov.za.

CLOSING DATE: 1 WEEK AFTER APPROVAL

APPLICATIONS FOR ALL POSTS:

Director: HRA, Private Bag X 20565, Bloemfontein, 9301 (Saambou Building, Ground Floor, 10 -14 Aliwal Street, Bloemfontein: Place application in box marked Public Service Applications)

**POST: PROJECT MANAGER (1 post): REF NO: PS1/2022/01
(3 MONTHS CONTRACT APPOINTMENT)**

SALARY: R 40 800 pm (All inclusive package)

CENTRE: Bloemfontein: Head Office

REQUIREMENTS: An appropriate three year or four-year Bachelor's degree or equivalent qualification. A valid driver's license.

RECOMMENDATIONS: A qualification or experience in project and financial management will be an added advantage. Advance computer skills. Good liaison, planning, organizational, project and stakeholder management skills. Good report writing skills. Focused and task oriented and prepared to serve in line with being a public servant.

KEY PERFORMANCE AREAS: The incumbent will be responsible for the coordination and financial management of the conditional BEEIP grant. The incumbent must be able to take initiative with regards to resolving challenges. Ability to work in a team and interact with other provincial departments and other relevant stakeholders will be an added advantage. Manage the District Development Plan. Effective monitoring and control systems. Mediate in disputes and queries related to the project. Management of training and development program. Ensure effective and quality support is provided to Education Assistants and General School Assistants. Prepare and provide provincial performance reports about the project. Report to the Provincial Project Team. Budget and Financial management. Project and Risk Management. Work closely with Districts. Ability to work with stakeholders.

DUTIES: The incumbent will be responsible for providing strategic leadership in the management of the provincial conditional

grant for BEEIP. Conditional grant management includes among others, government budgeting and procurement processes, development of business plans and grant frameworks, reporting, monitoring and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislation and frameworks. The incumbent must be able to take initiative with regards to resolving challenges in the effective management of the grant. As a new conditional grant, the successful candidate is also expected to provide training and or initiate training and workshops for personnel and officials. Prepare presentations and reports for the department. Managing coordinators who are based at district level.

ENQUIRIES: MS R VORSTER 051 4041969